

**Attachment A**  
**City of Falls Church**  
**Engineering Services**

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## I. PURPOSE

The City of Falls Church ("City") is soliciting proposals from qualified professional firms to provide Engineering Services on an as-needed basis for the following categories:

1. Stormwater and Sanitary Engineering (Attachment B)
2. Transportation Planning and Engineering (Attachment C)
  - Transportation Planning and Engineering **Group 1** – Basic Transportation Planning and Engineering Services (Typical transportation planning and engineering tasks)
  - Transportation Planning and Engineering **Group 2** – Comprehensive Transportation Planning and Engineering Services (Complex transportation related tasks requiring input from various engineering disciplines)

**Each Offeror may submit a maximum of two (2) separate proposals:**

- One for the Stormwater and Sanitary Engineering category; and
- One for the Transportation Planning and Engineering category.  
(Only one proposal will be accepted from each Offeror in the Transportation category - Offerors must choose the group for which they are submitting a proposal, either Group 1 or Group 2.)

Each proposal will be evaluated separately by the relevant Selection Committee.

## II. SCOPE OF WORK

### CATEGORY-SPECIFIC SCOPE OF WORK

In addition to the General Scope of Work outlined below, the following attachments apply to Offerors relevant to the service category for which a proposal is submitted.

1. **Stormwater and Sanitary Engineering** – Refer to Attachment B.
2. **Transportation Planning and Engineering, Group 1 or Group 2** – Refer to Attachment C.

### GENERAL SCOPE OF WORK

The following scope of work items apply to **ALL** Offerors:

#### A. Project Coordination and Support

1. Meetings  
Participate and/or lead meetings throughout all project phases including, but not limited to, kick-off meetings, pre-bid/proposal meetings, site visits, pre-construction meetings, construction meetings, field meetings, public engagement meetings, and/or progress meetings.
2. Construction Documents Support Services  
Prepare bid documents, construction documents, cost estimates, engineer's estimates, exhibits, drawings, and reports as necessary to prepare a project for advertisement and bid. Obtain necessary permits and documents from local, State and Federal agencies as required.

3. Technical Support

Provide technical support, evaluation, and recommendations throughout all project phases including, but not limited to, responding to questions during an Invitation for Bid (IFB) or Request for Proposal (RFP) process, responding to a Request for Information (RFI), and assisting in evaluation of bids, proposals, cost estimates, and/or change orders.

4. Plan Review

Provide plan review services. This may include, but is not limited to, site plan review, review of plans submitted by other agencies to the City, and review of plans by other consultants contracted by the City.

5. Coordination with Others

Coordinate as needed with others involved in a project which may include but is not limited to: utility companies, other government agencies, design contractors, environmental assessment contractors, construction managers, commissioning agents, maintenance contractors, and construction contractors during all project phases including design phases, construction, and/or post construction/close out. Provide technical interpretations and support, plans and specifications reviews, design recommendations, troubleshooting, assistance addressing issues in the field, and/or other support as needed. Organize and conduct meetings as needed or as directed.

6. Public Engagement

Provide public engagement meeting support as needed which may include but is not limited to: participation in public meetings, leading public meetings, and responding to public concerns and complaints. Preparation of public engagement materials such as maps, renderings, plans, drawings, PowerPoint presentations, agendas, and printed handouts.

7. Claims

Provide claims support including but not limited to: technical support, negotiation, evaluations, recommendation, and providing as-needed project documentation.

**B. Progress Reports**

1. Monthly Reports

Unless otherwise directed, the Offeror shall be required to meet on a monthly basis with the City to discuss progress, timeline, and the status of open tasks and purchase orders under the contract. Meeting requirements will be at the discretion of the City's assigned Project Manager and may be in person, by phone conference, or via an electronically submitted status report.

2. Project Progress

The Offeror may be tasked to participate in project progress meetings at all phases of the project: design, advertise/award, construction, and post-construction and provide technical input, evaluation, and coordination with other agencies, utility companies, and the City as necessary. The Offeror may not necessarily need to be the lead contractor, but may be asked to provide input, evaluation, and recommendation. Frequency of progress meetings should be determined in the proposal of each task.

## **GENERAL REQUIREMENTS**

The following requirements apply to **ALL** Offerors:

### **A. General**

#### **1. Notice to Proceed**

The Offeror shall not proceed with the work until a purchase order from the City authorizing the Offeror to proceed is received.

#### **2. Qualified Staff**

The Offeror must be of high ethical and professional standing; employees of the firm with oversight responsibility must be registered professional engineers in their state of residence and also registered professional engineers in the Commonwealth of Virginia. The Offeror is expected to have qualified staff or make arrangements with partners or subconsultants to meet service requirements throughout the duration of the contract. The Offeror shall use qualified staff to perform the work and quality assurance/quality control. The staff assigned to each task order by the Offeror shall be submitted as part of proposals and shall be approved at the discretion of the City.

#### **3. Schedule**

The City may require a schedule be provided with the proposal for most tasks. The Offeror shall provide a schedule commensurate with the complexity of the task illustrating measureable milestones. Failure to achieve the proposed schedule may be cause for the City to terminate the task and/or contract, and may affect the award of future tasks.

### **B. Guidelines, Regulations and Permits**

#### **1. Regulations**

The Offeror shall be familiar with and adhere to local, State, and Federal regulations, permits, zoning, ordinances, policies, and practices. All work shall be consistent with public and City of Falls Church procurement standards and policies.

#### **2. Accessible Design**

The Offeror shall comply with current accessible design standards, such as ADAAG (Americans with Disability Act Accessibility Guidelines) and Section 504 of the Rehabilitations Act of 1973, and should consider all users of the travelway.

#### **3. Permits**

The Offeror will be required to identify and/or obtain permits and other approvals needed to prosecute the work, including any subsequent revisions, to local, State, and Federal agencies as required for their review and approval of project design and construction. This includes but is not limited to building permits, environmental permits, and site plans.

#### **4. Design Guidelines**

The Offeror must be familiar with Federal, State and local design guidelines.

### **C. Documents**

#### **1. Quality**

All plans and specifications developed shall be at a level of quality for inclusion in Invitations for Bid (IFBs) and/or Request for Proposals (RFPs), unless otherwise directed by the City.

2. Specifications Format

Unless otherwise directed, specifications shall comply with the latest edition of The Construction Specifications Institute's (CSI) Master Format regarding Division, Section, and Page formatting. Unless otherwise directed, VDOT or other commonly used State and Federal specifications should be utilized and incorporated by reference as applicable. City Standard specifications shall be utilized as applicable.

3. Format of Deliverables

Plans shall be developed in a computerized format (current release of AutoCAD). Written documents shall be in a computerized format compatible with the version of Microsoft Office currently used by the City unless otherwise specified. The Offeror may be asked to provide hard copies of plans, specifications, reports, and other documents including full size (24"x36") plan sheets. The Offeror may be asked to assist in document preparation to assist in a procurement process, meeting, or public event.

**D. Quality Assurance and Quality Control**

The Offeror shall implement the following Quality Control procedures:

1. Quality Assurance Reviews

The Offeror shall conduct quality assurance reviews on all project submittals in accordance with the requirements cited in this RFP and the Offeror's approved Quality Control Plan. Reviews shall be conducted to evaluate the adequacy of technical decisions, materials, documentation, processes, procedures, guidance, and staffing included in the execution of tasks.

2. Quality Control Plan

Within fourteen (14) calendar days of Contract Award, the Offeror shall furnish a Quality Assurance / Quality Control (QA/QC) Plan to the City. The Plan shall detail the procedures, evaluation criteria, and the names of key staff who will fill each role as identified. It shall further specify how the Offeror's organization will assure conformance with the contract and tasks to be assigned under the contract.

No tasks shall be assigned until the Offeror's QA/QC Plan is approved by the City. Such QA/QC Plan is understood and agreed to be part of any task assigned by the City under this contract. It shall be the responsibility of the Offeror to update the QA/QC Plan to keep it current and relevant to the work City's requirements.

The Offeror's QA/QC Plan shall demonstrate how all design efforts are to be checked, revised, and rechecked on a continual basis throughout the plan production schedule.

Offeror peer review of the plans and calculations are required, and the results of such review must be indicated on these documents prior to submittal to the City. The names of the designers and reviewers shall be included on the technical reports, calculations, and plans sheets. A statement that such peer review has been accomplished is to be furnished to the City as part of each submittal. Peer review shall also be a continuing process to address problem areas and help accelerate design decisions to minimize delays to production.

The QA/QC plan shall include, at minimum, the following components:

- a) Organization - Describe the Offeror's Quality Control staff and their functional relationship to the part of the organization performing the work under the contract. The authority, autonomy and responsibilities shall be detailed, as well as the names and qualifications of personnel.

- b) Quality Control Reviews - Detail methods used to monitor and assure compliance of its organization with the contract requirements.
  - c) Proposed Quality Assurance Records - List the types of records that shall be generated and maintained by the Offeror during the execution of its Quality Control Program.
  - d) Schedule - When preparing schedules for task proposals, the Offeror shall allow sufficient time to complete the Quality Control procedure for each milestone submittal.
  - e) Records - With each milestone submittal to the City, the Offeror shall include review comments with responses.
  - f) Control of Subcontractors and Vendors - Detail the methods to be used by the Offeror to control the quality of services of its subcontractors and vendors.
  - g) Quality Assurance Certification - A qualified member of the Offeror's firm shall be required to certify that each submittal, plans, reports, etcetera have been prepared and checked in accordance with good engineering, construction management, and/or surveying practices and represent quality products.
  - h) Monthly Report - Report on quality assurance effort as part of the Offeror's regular monthly progress reports.
4. Quality Assurance Records

The Offeror shall maintain adequate records of the quality assurance actions performed by its organization, including its subconsultants and vendors, in providing services and products under this contract. All records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective actions taken. These records shall be available to the City upon request throughout the life of the contract.

### **III. PROPOSAL SUBMITTAL GUIDELINES**

#### **GENERAL REQUIREMENTS**

1. Offerors shall submit one (1) proposal in each service category for which they would like to be considered (Stormwater and Sanitary and/or Transportation Planning and Engineering). There is a maximum of two (2) proposals per Offeror.
2. Transportation Planning and Engineering (TE) service category: Offerors are limited to one proposal, choosing either Group 1 or Group 2, and may not submit a proposal for both TE Groups.
3. The Offeror's Name, Service Category, Group Number (if applicable), and title shall be shown on the cover of each proposal.
4. All pages of the Proposal should be printed on 8 ½" x 11" paper, single spaced (1.5 or double spaced preferred), with type no smaller than 11 point font size.
5. Offerors are required to submit one (1) original and three (3) copies of each proposal. The original shall be marked as such.
6. Each copy of the proposal should be bound in a single volume.
7. The City encourages the use of paper made from or with recycled content, printed on both sides.

8. In addition to paper copies, each Offeror shall submit a searchable, indexed PDF copy of each complete Proposal on a CD or flash drive. If the Proposal contains proprietary or confidential information in accordance with RFP Section XX *Trade Secrets or Proprietary Information*, the Offeror shall also submit a second, redacted version of the searchable, indexed PDF. The file name of the PDF(s) shall include the RFP number, Firm's name, date of Proposal, service group number and title, redacted SCC ID if applicable. The hard copy proposal shall be the Offeror's "official" Proposal and shall meet all requirements for submission by the due date and time specified herein. The PDF copy will not be accepted in lieu of the hard copy Proposal. **Offerors submitting two Proposals shall submit separate CDs or flash drives for each Proposal.**
9. Proposals should provide straightforward and concise responses to requests for information and descriptions of qualifications and capabilities.
10. In preparing proposals, Offerors should consider the items included in Section II *General Scope of Work*, Section V *Criteria for Proposal Evaluation*, and Attachments B or C *Detailed Scope of Work* (for the applicable Service Category).
11. Proposals must be signed by an authorized representative of the Offeror. The Offer's signature on the RFP cover page certifies that:
  - (a) The proposal, as submitted, complies with all provisions, requirements terms and conditions and instruction as set forth in this RFP unless otherwise detailed in the "Exceptions" section of the proposal
  - (b) In the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.
  - (c) The firm submitting the proposal is registered to do business in the Commonwealth of Virginia and currently holds all required and applicable licenses and/or permits.
12. The City will not consider information other than the materials provided in a duly submitted proposal and/or subsequent interviews for proposal evaluation purposes.
13. The City reserves the right to accept or reject all or any part of proposals, waive minor technicalities/informalities and award the contract to the most qualified and best suited Offeror to best serve the interests of the City.
14. Failure to submit all information requested may result in the City Purchasing Agent requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the City at its discretion.

## PROPOSAL FORMAT

All Offerors are required to submit the following as a complete proposal, organized in the prescribed format and with careful attention to page limitations, in the order listed. One (1) page is defined as one side of a page, **not** front and back of one page.

*NOTE: Tab 6 is optional and may be left blank at the discretion of the Offeror.*

**NO RATES OR FEE SCHEDULES ARE TO BE PROVIDED WITH THE INITIAL PROPOSAL SUBMITTAL.**

**Title Page**

Include RFP number, RFP name, service category title (Stormwater and Sanitary Engineering or Transportation Planning and Engineering), group number and title (Group 1 or Group 2, for Transportation Planning and Engineering category only), name of Offeror, address, telephone number, and date of preparation. Provide name, telephone number, and email address of person to contact regarding proposal questions or issues.

**Table of Contents**

Indicate the material included in the proposal by section, including all items set forth below. Number all pages and include Offeror's name.

**Tab 1: Signed Offer & RFP Addenda** (No Page Limit)

- a. RFP Cover Page - completed, signed in ink and dated by person authorized to bind the company.
- b. Any RFP Addenda (signed and dated).

**Tab 2: Executive Summary/Cover Letter** (Maximum 2 Pages)

- a. Executive Summary on company letterhead, signed by a person with the legal authority to enter into contracts.
- b. A brief history of the firm, including number of years in business and current size. State the location of the office from which the work is to be performed. Identify any other business names, including DBAs used by firm within the past ten (10) years, if applicable.
- c. Offeror's understanding of services sought through this RFP and service group and a description of the Offeror's underlying philosophy and approach to providing the services.

**Tab 3: Qualifications & Credentials** (Maximum 4 Pages)

- a. **Offeror's Qualifications** - Describe Offeror's qualifications and ability to fulfill the work required, documented success and direct experience in providing similar services. Include the number of years providing services specific to the subject matter of this RFP, the number of employees (full time and part time), and the employee turnover rate during the last five years. Describe other relevant professional experience.
- b. **Proposed Team** - Identify key personnel and associates (subconsultants and/or partners) including but not limited to those performing the services and involved in the quality assurance/quality control process. Clearly identify project managers who may be responsible for tasks assigned by the City under this contract. Provide names, qualifications, direct work experience, and description of proposed work responsibilities. Resumes and copies of licenses and certifications may be included in the Appendix (Tab 9), but not in this section (Tab 3).
- c. **Number of Projects and Contracts** - Give a summary of projects/contracts in which the Proposed Team is currently involved. Include dollar amounts, scope of work, role of Proposed Team, and length of contracts.
- d. **Point of Contact** - Identify a primary point of contact (i.e., contract or project manager) who will work with the City during the term of the contract.

- e. **Subconsultants and/or Partners** - Identify all Partners and proposed subconsultants to be engaged by Offeror for any resultant task order. Describe relevant professional experience and capabilities to perform services under this RFP. Describe previous professional experience and history the Offeror has had with the proposed subconsultant and/or Partner. Resumes and copies of licenses and certifications may be included in Appendix (Tab 9) but not in this section (Tab 3).
- f. **Organizational chart** - Provide organizational chart with names and positions of staff. Highlight Proposed Team staff members, and include Partner Firm(s) and/or Subconsultant(s).

**Tab 4: Table of Information** (No Page Limit)

Include and complete the Table of Information per instructions below for the relevant Scope of Work.

- a. **Transportation Planning and Engineering:** The following applies to proposals for the Transportation Planning and Engineering Scope of Work, Groups 1 and 2. The Offeror shall show how they propose to deliver **each service task** identified in Attachment C, *Transportation Planning and Engineering Detailed Scope of Work*, under the relevant service group. Specify if the service task will be delivered by in house by (or led by) a member(s) of the Proposed Team, subconsultants, Partner firms, or both. Below is a **sample** of how the table should be filled out (*Sample below is partial scope for the Transportation Planning and Engineering Group 1 Service Category*).

| <b>Task/Scope Element<br/>(Scope Reference #)</b>  | <b>In-house Staff<br/>(Name, Certification, Title)</b>                              | <b>Subconsultant or<br/>Partner Firm(s)<br/>(Licenses and/or<br/>Certifications)</b> |
|--|---|--|
| Design of transportation facilities including intersections, curb ramps, sidewalks, bike lanes, on- and off-street parking, and associated traffic control devices. (A1) | Jane Doe, P.E.<br>Associate Director  |  |
| Design and evaluation of traffic calming elements such as speed tables, speed bumps, chicanes, lane narrowing, and curb extensions. (A2)                                 | Jane Doe, P.E.<br>Associate Director<br>John Smith, P.E.<br>Transportation Engineer | ACME Engineering<br>(Traffic Engineering)  |
| Analysis and design of drainage facilities impacted by transportation improvements. (A3)   |   | ABC Engineers<br>(Stormwater Engineering)  |

- b. **Storm and Sanitary Sewer Engineering:** The following applies to the Storm and Sanitary Sewer Engineering Scope of Work. Offeror shall propose project teams for delivering potential tasks listed in Attachment B, *Storm and Sanitary Sewer Engineering Detailed Scope of Work*, Section B *Tasks to be Performed*. Identify if project teams would consist of member(s) of the Proposed Team, led by a member

of the Proposed Team, subconsultants, Partner firms, or both. Below is a **sample** of how the table should be filled out (*Sample below is partial scope for Storm and Sanitary Sewer Engineering*).

| <b>Potential Task to Be Performed</b>        | <b>In-house Staff<br/>(Name, Certification, Title)</b>                              | <b>Subconsultant or<br/>Partner Firm(s)<br/>(Licenses and/or<br/>Certifications)</b> |
|--|---|--|
| Sanitary Sewer Ordinance (1)                 | Jane Doe, P.E.<br>Associate Director  |  |
| Sanitary Sewer Rehabilitation Program<br>(2) | Jane Doe, P.E.<br>Associate Director<br><br>John Smith, P.E.<br>Stormwater Engineer | ACME Engineering<br>(Sanitary Sewer<br>Engineers)                                    |
| Impervious Surface Retrofits (3)             |   | ABC Engineers<br>(Stormwater<br>Engineering)   |

**Tab 5: Related Project Examples** (Maximum 12 Pages)

Provide a brief synopsis of three (3) successful projects undertaken by the Offeror in the last ten years which best reflect the Offeror's understanding of the City's needs and services. In selecting examples, the Offeror should consider projects of similar size, scope, and complexity as example projects listed in the relevant Service Category "Detailed Scope of Work" or projects that clearly demonstrate the skills, qualifications, experience, and services sought.

Project Examples for both service groups shall include the following information for each project:

- Name & location of project.
- Project narrative, including:
  - 1) Offeror's project approach in identifying and addressing project risks and challenges; and
  - 2) Best practice or innovative approaches taken to address project budget constraints, increase schedule efficiency, and/or address project-specific goals or challenges.
- Briefly state how the Offeror addressed project challenges similar to those typically encountered on City projects. A few typical challenges are listed below and refer to Attachment B and C for additional insights.
  - 1) Work and design within an urban area – limited Right of Way, Maintenance of Traffic, and maintaining a safe work zone;
  - 2) Public Process/Involvement;
  - 3) Constructability; and
  - 4) Budget and Schedule Constraints.

- Initial budget, final pre-solicitation construction estimate (engineer's estimate), final actual construction cost, total dollar amount of change orders, number and dollar amount of owner-directed change orders, and name of the construction contractor.
- Timeline for the project, identifying key milestones, from concept to completion.
- Key staff, subconsultants, subcontractors, and partners involved.
- OPTIONAL: Offerors may include up to four (4) photos per project in this tab. Additional photos may be included in the Appendix but are limited to a maximum of five (5) pages per project.

**Tab 6: Additional Considerations – OPTIONAL** (Maximum 1 Page)

This optional section is meant to be “open-ended” and allows the Offeror an opportunity to provide additional information to the City about qualifications relevant to the services requested which may include, but are not limited to:

- a. Capability of Offeror to provide prompt service and support, including the ability to meet scheduled deadlines.
- b. Services in addition to those stated in the Scope which the Offeror considers necessary to offer a full range of services.
- c. Recommended best practices and/or innovative approaches to providing services to the City.

**Tab 7: Quality Assurance / Quality Control** (Maximum 2 Pages)

Include a summary of the Offeror's Quality Assurance/Quality Control process including the date adopted, procedures, evaluation criteria, and how the Offeror's organization will assure conformance with the contract and tasks to be assigned under the contract. The Offeror is strongly encouraged to include and reference relevant sample forms and checklists in the Appendix.

**Tab 8: Client References** (Maximum 2 Pages)

- a. Include a minimum of four (4) references for whom the Offeror has performed similar work to that described herein. *Do not include the City of Falls Church as a reference.*
- b. For each reference, describe the services provided, the date of the beginning of the contract, the length of the contract, dollar value of contract, and a contact person (with name, direct telephone number, title and email address).

**Tab 9: Appendices** (No Page Limit)

Offerors may only include documents in the Appendix if referenced in other sections of the Proposal Guidelines. Material in the appendices section is limited to:

1. Resumes and copies of licenses related to Tab 3;
2. Additional project photos related to Tab 5 with a maximum of 5 pages per project; and
3. Quality Assurance/Quality Control Plan documents including checklists, diagrams, and sample forms related to Tab 7.

**Tab 10: Proprietary Information and/or Exceptions** (No Page Limit)

The City intends to award multiple Contracts based on the terms, conditions and provisions included in this RFP. The Offeror shall identify (by section number, paragraph number, sentence, etc.) any specific sections, language, or issues and elaborate on any exceptions and proposed resolution or alternative to any and all technical, functional, cost, or other issues and/or terms and conditions specified herein.

If there is any deviation from that prescribed in the Scope of Work or specifications, the appropriate line(s) shall be crossed out or otherwise clearly highlighted and the substitution indicated. Exception(s) to state, local, or federal laws, rules or guidelines will be cause for rejection of a Proposal. The City may, at its sole discretion, determine that a proposal with Exceptions merits evaluation. A proposal with Exceptions not immediately rejected may be evaluated, but its competitive scoring may be reduced to reflect the relative importance of the exception(s). Evaluation and negotiation will only continue with the Offeror if the City determines that a contract in the best interest of the City may be achieved. The number and extent of Exceptions will be used as part of the City's evaluation of the proposal. The City reserves the right to accept, reject and/or negotiate any proposed change(s) in the scope, specifications, terms and conditions, requirements or other provisions of this RFP.

#### **Tab 11: Required Forms**

Include completed and signed forms as provided in RFP Attachment D - Forms:

- a. Authority to Transact Business in Virginia
- b. Certification Regarding Debarment (applicable to federal tasks)

#### **IV. DELIVERY OF PROPOSALS**

- A. Proposals shall be placed in a sealed, opaque envelope/package, and clearly marked in the lower left-hand corner with the RFP number, RFP title and the date/time proposals are due. Proposals are to be submitted by mail, courier or delivered in person **ONLY** to:

Attn: Purchasing Agent  
City Of Falls Church  
300 Park Avenue, Rm 300 East, 3<sup>rd</sup> Floor, East Wing  
Falls Church, VA 22046

- B. The City Purchasing Office is open for the receipt of proposal from 9:00 AM until 4:30 PM, Monday through Friday (excluding City holidays). The City is not responsible for deliveries attempted outside of these time periods or misdirected to other offices.
- C. The time of receipt shall be determined by the time the hard copy proposal is signed in at the Purchasing Office. Offerors are solely responsible for ensuring that their proposal is stamped by Purchasing Office personnel.
- D. Any proposal received after the proposal due date and time as detailed on the first page of this solicitation whether by mail or otherwise, will not be accepted or considered. The time of receipt shall be determined by the time the proposal is signed in at the Purchasing Office. Offerors are solely responsible for ensuring that their proposal is stamped by Purchasing Office personnel by the deadline indicated.
- E. The City is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, the intra-City mail system or delivery by other means. Offerors are solely responsible for ensuring that their proposals are received and stamped by Purchasing Office personnel by the deadline indicated.
- F. The City, and its officers, employees or agents will not be responsible for the opening of a proposal envelope or package prior to the scheduled opening if that envelope or package is not appropriately sealed and marked as specified.
- G. If the City declares administrative or liberal leave, scheduled receipt of proposals will be extended to the next business day after which administrative or liberal leave has been canceled.

- H. Oral proposals or proposals delivered by electronic means such as facsimile and e-mail are not allowed and proposals so delivered will not be considered.
- I. **Questions regarding this solicitation** must be in writing and received by no later than five (5) business days prior to the RFP closing date. No inquiries, if received by the Purchasing Agent in less than five (5) business days of the date set for the opening of proposals, will be given any consideration. Any material interpretation of a specification, as determined by the Purchasing Agent, will be expressed in the form of an addendum which will be sent to all prospective Offerors and/or posted on the City's website ([www.fallschurchva.gov/Bids](http://www.fallschurchva.gov/Bids)) no later than three (3) days before the date set for receipt of proposals. Oral answers will not be authoritative.
- J. **Offerors are solely responsible for checking the City's Website to insure that they have the most current information regarding the RFP, including Addenda.**
- K. All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Offeror. Carelessness in quoting business terms or in preparation of the proposal will not relieve the Offeror. Offerors are cautioned to review their proposals for possible error. Errors discovered after negotiation cannot be corrected, and the Offeror will be required to perform if its proposal is accepted.
- L. The City reserves the right to accept or reject any or all proposals, to waive informalities, and to reissue any request for proposals and to award contracts to multiple Offerors.
- M. Under no circumstances shall an Offeror, whose proposal has not been awarded, be entitled to any claim for compensation under this solicitation.
- N. Conditional proposals are subject to rejection in whole or in part.

## V. CRITERIA FOR PROPOSAL EVALUATION

Proposals shall be evaluated by the City's Selection & Evaluation Committee ("Committee"). Proposals determined not to meet one or more RFP requirements may be excluded from further consideration.

- A. Major factors to be considered in the evaluation include, but shall not necessarily be limited to, the tasks, specifications, and/or requirements outlined in both the General and the Detailed Scopes of Work and the Criteria set forth below. The following factors will be considered by the Committee in the award of a contract:
  - 1. **Qualifications / Credentials of Firm / Proposed Team** - Qualifications of the firm with appropriately qualified, licensed and experienced personnel necessary to perform the work. Resources of the firm and Proposed Team to effectively and efficiently deliver services and meet deadlines. Strength of the resumes of the project manager/point of contact and other staff, partners, proposed subconsultants including licenses and certifications. History of subconsultants and Partners with the Offeror.
  - 2. **Experience** - Documented experience of the Offeror and key staff in performing similar professional services, project performance, and roles and responsibilities in other contracts/projects. Experience working with municipal governments, especially urban municipalities in the Northern Virginia area. Consideration will be given to firms with experience that best meets the City's needs as outlined in the scope of work.
  - 3. **Approach / Methodology** - Depth of response and a clearly demonstrated understanding of the services to be provided, the City's needs and work to be performed. Ability of the Offeror to address or identify project challenges and develop solutions. Demonstrated understanding of the City's challenges/needs and capabilities

- to address them, including community involvement and design in urban areas. Ability to provide services and complete projects.
4. **Responsiveness** - Capability of the Offeror to provide prompt and responsive services to the City. This may include, but is not limited to, past history of on-time project delivery, best practices, and current workload.
  5. **Quality Assurance Process** - Firm's plan for internal review of work. Extent to which QA/QC process has been in place.
  6. **Proposal Compliance** - The extent to which the proposal meets the requirements of the RFP. Proposed exceptions to contract language, Conditions and Instructions to Offerors, and scope of work requirements and other sections of the RFP will also be considered.
  7. **Reasonableness Of Non-Binding Costs** - Although Consulting fees/rates **ARE NOT** to be submitted with the initial proposal, proposed non-binding fees will be requested and considered for those short-listed firms involved in the discussion/negotiation phase of the selection process.
- B. The Committee will evaluate the responses of all Offerors to create a Short List of those deemed responsible and most qualified to perform the work.

The following weighting of criteria will be used for the City's evaluation of all Proposals:

|   | EVALUATION CRITERIA                                  | # POINTS   |
|---|--|------------|
| 1 | Qualifications / Credentials of Firm / Proposed Team | 15         |
| 2 | Experience   | 25         |
| 3 | Approach / Methodology                               | 25         |
| 4 | Responsiveness                                       | 15         |
| 5 | Quality Assurance Process                            | 10         |
| 6 | Proposal Compliance                                  | 10         |
|   | <b>TOTAL</b>   | <b>100</b> |

- C. In addition to evaluating the Offeror's proposal as submitted, the City may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Offeror to perform the services required. Such investigations may include:
- a. Evaluation of the Offeror's fiscal responsibility to include a copy of a current Dunn and Bradstreet "Business Information Report", other equivalent independent study which includes an in-depth analysis of the Offeror's financial position, business overview, products and services, history, executives, etc. (if available), and/or the Offeror's last two audited financial statements;
  - b. On-site visitation to inspect and/or assess the Offeror's physical facilities and other capabilities;
  - c. Documentation that Offeror is licensed under applicable laws of the Commonwealth of Virginia;
  - d. Contract references provided in the proposal as well as others for whom the Offeror has provided services;

- e. Certification of other Offeror claims provided in the proposal and/or other applicable data.

The Offeror agrees to cooperation and shall furnish to the City all such reasonable information/data and/or access for this purpose as may be requested.

The City further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the City that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services contemplated herein.